



## Goddard Procedural Requirements (GPR)

<b>DIRECTIVE NO.</b>	<u>GPR 1870.1B</u>	<b>APPROVED BY Signature:</b>	<u>Original Signed By</u>
<b>EFFECTIVE DATE:</b>	<u>February 27, 2012</u>	<b>NAME:</b>	<u>Judith N. Bruner</u>
<b>EXPIRATION DATE:</b>	<u>February 27, 2017</u>	<b>TITLE:</b>	<u>Director, Safety and Mission Assurance</u>

### COMPLIANCE IS MANDATORY

**Responsible Office:** 350/Occupational Safety and Health (OS&H) Division

**Title:** Food Service Sanitation, Inspection, and Foodborne Illness Prevention Program

## PREFACE

### P.1 PURPOSE

This directive defines the requirements for the implementation and management of the Food Service Sanitation, Inspection and Foodborne Illness Prevention Program at the Goddard Space Flight Center (GSFC).

### P.2 APPLICABILITY

This directive applies to all GSFC personnel, facilities, and activities, including all permanent and temporary sites. This directive shall also apply to all GSFC tenant organizations, contractors, grantees, clubs, and other persons operating under the auspices of GSFC, or on GSFC property, as required by law, and as directed by contractual, grant, and agreement documents.

### P.3 AUTHORITY

- a. NPD 1800.2, NASA Occupational Health Program

### P.4 APPLICABLE DOCUMENTS

- a. Code of Federal Regulations (CFR) Chapter 29, Part 1910, Occupational Safety and Health Administration (OSHA) General Industry Standards;
- b. Code of Maryland Regulations (COMAR 10.15.03) Title 10 Department of Health and Mental Hygiene, Subtitle 15 Food, Chapter 03 Food Service Facilities;
- c. Commonwealth of Virginia Administrative Code (VAC) Title 12 Department of Health, 12 VAC 5-421 Board of Health Food Regulations;
- d. Prince George's County Code, Subtitle 12 Health, Division 2 Food Service Facilities;
- e. NPD 9050.6, NASA Exchange and Morale Support Activities;
- f. NPR 1441.1, NASA Records Retention Schedules;
- g. NPR 1800.1, NASA Occupational Health Program Procedures;
- h. GPR 9050.1, NASA Goddard Space Flight Center Exchange and Morale Support Organizations;
- i. 11-EXCHANGEFOODSVCS Commercial Services Concessionaire Agreement;

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- j. U.S. Department of Health and Human Services, Food and Drug Administration (FDA) Food Code; and
- k. U.S. Department of Health and Human Services, FDA, Voluntary National Retail Food Regulatory Program Standards.

## **P.5 CANCELLATION**

GPR 1870.1A, Food Service Sanitation, Inspection, and Foodborne Illness Prevention Program

## **P.6 SAFETY**

None

## **P.7 TRAINING**

- a. Food safety inspectors shall have demonstrated competence through all or a combination of the following:
  - 1. Certification as a Certified Professional - Food Safety (CP-FS), offered by the National Environmental Health Association;
  - 2. Successful passage of the FDA Food Safety Inspection Officer curriculum, Standard No. 2 of the Voluntary National Retail Food Regulatory Program Standards;
  - 3. Successful passage of the Registered Environmental Health Specialist or Registered Sanitarian examination offered by the National Environmental Health Association or a State Registration Board;
  - 4. Successful passage of a food manager certification examination provided by an American National Standards Institute / Conference for Food Protection accredited certification organization, and at least 4 years of progressive experience in food related work. Certifications include the Certified Professional Food Manager (CPFM), Certified Food Safety Manager (CFSM), and ServSafe® Food Protection Manager Certification;
  - 5. Eligibility for the CP-FS or FDA Food Safety Inspection Officer credential through a combination of experience and/or education in food safety.
- b. The Person-in-charge (e.g. food service manager) shall have a food safety certification from a program accredited by the American National Standards Institute / Conference for Food Protection Conference for Food Protection, such as the CPFM, CFSM, or ServSafe® Food Protection Manager Certification.
- c. The Person-in-charge's food safety certification shall be renewed every 3 years or according to state or local regulations, or sooner if so determined by the food safety inspector.
- d. Food service employees shall receive food service sanitation training within 30 days of hire covering elements in the FDA Food Code, local and state requirements, and Hazard Analysis Critical Control Point (HACCP) Plan from the Person-in-charge upon initial employment and periodically thereafter to total at least 4 hours annually.
- e. Food service employees shall also receive safety and health training from the Person-in-charge to comply with OSHA requirements as specified in 29 CFR Part 1910.

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## P.8 RECORDS

Record Title	Record Custodian	Retention
Food service establishment inspection reports	OS&H Division (Industrial Hygiene Activity)	*NRRS 5/24 Dispose of in accordance with related contract, concession agreement, or other written agreement (3 years after closed).
Training records of Person-in-charge and food service employees	Food service provider or Person-in-charge	*NRRS 5/24 Dispose of in accordance with related contract, concession agreement, or other written agreement (3 years after closed).

\*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

## P.9 MEASUREMENT/VERIFICATION

The Food Safety Officer will maintain statistics on the effectiveness of the Food Service Sanitation, Inspection and Foodborne Illness Prevention Program.

The Food Safety Officer shall compile these statistics at least annually and report them to the Food Service Establishment Authority or its designee, and the OS&H Division Chief.

The statistics will be used to identify trends and shall include at a minimum:

- Number of food service sanitation inspections conducted in relation to the number scheduled;
- Scores for each inspection performed;
- Number of repeat findings;
- Number of critical and noncritical findings by food service establishment;
- Distribution of findings by food safety code reference; and
- Percentage of findings that receive corrective action within 30 days

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## PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

### 1. GOVERNING REQUIREMENTS

- a. The FDA Food Code and applicable state and/or local health department food regulations shall be the governing requirements for all food sold or otherwise provided at GSFC food service establishments, stores, and vending locations.
- b. Where conflicts between the FDA Food Code and state or local regulations exist, the most stringent requirement shall be applied. The implementation responsibility shall be as defined in section 2;
- c. Portions of or an entire food service establishment shall be subject to closure by the Food Safety Officer, acting for the OS&H Division Chief, if serious and imminent health hazard conditions, as defined by state and local health departments, are present and not correctable within one day; and
- d. Food service establishments shall achieve a score of 80 percent or better during a food sanitation inspection or be subject to closure by the Food Safety Officer, acting for the OS&H Division Chief.

### 2. RESPONSIBILITIES

#### 2.1 The Center Director will ensure that:

- a. All food and beverages sold or otherwise provided at GSFC are safe and healthful; and
- b. All elements of this directive are implemented and maintained. In carrying out that responsibility, the Center Director hereby delegates the following responsibilities:

#### 2.2 The Director of Management Operations shall:

- a. Provide and maintain the infrastructure and related services delineated in GPR 9050.1, section 7, necessary to provide efficient and effective operation of the Center’s cafeterias; and
- b. Ensure that procurement, design, and modification of food service establishment facilities and equipment are reviewed by the Food Safety Officer.

#### 2.3 The Director of Safety and Mission Assurance shall act as an advocate for food safety and sanitation inspections with the Center Director, Executive Council, and other directors.

#### 2.4 Chief, OS&H Division, shall:

- a. Appoint a Center Food Safety Officer;
- b. Ensure staffing of, and ongoing support to, the Food Safety Officer; and
- c. Provide final approval to the Food Safety Officer to close or restrict food service establishment operations.

#### 2.5 GSFC Medical Director at Greenbelt and Wallops Staff Physician shall:

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- a. Act as a resource to GSFC in the field of diseases of public health concern;
- b. Provide emergency health assessment and initial level of care to all civil service employees, contractors, concession employees, visitors, and customers of GSFC food service establishments with foodborne illness symptoms;
- c. Ensure that the respective GSFC health clinic staff maintain an awareness of the types, characteristics, and symptoms of foodborne illnesses;
- d. Investigate suspected foodborne illness cases, including the chronology of events, nature and severity of symptoms, and number of individuals affected;
- e. Report immediately all confirmed accidents, incidents, or emergencies involving food safety to the Food Safety Officer and NASA's Chief Health and Medical Officer (CHMO). Report immediately all confirmed or unconfirmed food poisonings to the Food Safety Officer and the CHMO;
- f. Recommend that food service employees receiving emergency care at a GSFC health clinic who appear to have a condition that could potentially be a source of food contamination be restricted from food related work pending further diagnostic evaluation and treatment;
- g. Assure appropriate health care referral of all individuals receiving care at a GSFC health clinic who are determined to need further diagnostic evaluation and treatment;
- h. Follow up on potential foodborne illness cases, and report the status of cases relative to causation to the Food Safety Officer and NASA's CHMO;
- i. Submit reports of all diagnosed or suspected foodborne disease outbreaks to appropriate local and state health officers and departments; and
- j. Ensure that the food service provider's procedures for monitoring food service employees with medical conditions that could be a source of foodborne illness are appropriate.

## **2.6 The Food Safety Officer shall:**

- a. Administer, evaluate, and review the GSFC Food Service Sanitation, Inspection, and Foodborne Illness Prevention Program to ensure compliance with NPR 1800.1, local and state regulations, and the current version of the FDA Food Code;
- b. Act as the functional representative of the OS&H Division Chief on matters concerning food safety, and in meetings among food safety inspectors, the Food Service Establishment Authority or its designee, and the Person-in-charge;
- c. Provide for the conduct of periodic food service establishment inspections of all areas where food is prepared for sale to GSFC employees and track findings identified during inspections to closure;
- d. Issue action items which must be addressed by the appropriate authority;
- e. Provide periodic reports to the Food Service Establishment Authority or its designee, and the OS&H Division Chief. These reports include, but are not limited to, quarterly food service establishment inspection reports, program status reports, and action item reports;
- f. Review and maintain food service establishment inspection reports;
- g. Review plans for the procurement, design, and modification of food service establishment facilities and equipment;
- h. Exercise the authority and responsibility of the OS&H Division to close or restrict food service establishment operations; and
- i. Advise the Senior Environmental Health Officer (SEHO) of all confirmed accidents, incidents, or emergencies involving food safety.

**2.7** Food safety inspectors shall:

- a. Have access to food service establishments at all times;
- b. Inspect food service establishments for compliance with this document; and
- c. Submit food service establishment inspection reports to the Food Safety Officer or site specific designated representative.

**2.8** The Food Service Establishment Authority or its designee shall:

- a. Ensure that this document is referenced as a requirement in any contracts, concessions, or other agreements concerning food service establishments;
- b. Act as a liaison between the food service provider and the Food Safety Officer and food safety inspectors;
- c. Have overall authority over the conduct of business concerning food service contracts, concessions, and other agreements;
- d. Provide corrective action reports to the Food Safety Officer or designated representative concerning any identified deficiencies on food service establishment inspection reports; and
- e. Ensure food safety inspectors have access to food service establishments.

**2.9** The Person-in-charge shall:

- a. Be designated in writing by the food service provider;
- b. Be present in the facility they are in charge of during normal operations;
- c. Be available to assist during announced inspections and make themselves available for consultation when other duties allow during unannounced inspections;
- d. Have complete authority over day-to-day operations and food service employees on duty in the food service establishment;
- e. Identify hazards in the day-to-day operations of the food service establishment, store, or vending operation that they are in charge of; and ensure that all recognized hazards are controlled;
- f. Develop and implement a HACCP Plan with specific policies, procedures or standards aimed at preventing foodborne illness, training requirements, critical control points and limits for types of foods, hygiene standards, sanitary practices, and cleaning methods;
- g. Record and maintain temperature logs of potentially hazardous foods upon delivery;
- h. Record and maintain temperature logs of potentially hazardous foods being served on serving lines;
- i. Record and maintain temperature logs of cold and hot storage facilities and equipment;
- j. Conduct self-inspections of daily operations on a periodic basis to see that policies and procedures concerning food safety are being followed;
- k. Ensure that food service employees provide notification if they have symptoms of an illness transmissible through food;
- l. Provide for the immediate disposal of food condemned by food safety inspectors during an inspection;
- m. Identify replacement or modification of food service equipment necessary to comply with this document;
- n. Ensure the maintenance of food service establishment facilities and equipment in a manner that prevents the contamination of food and minimizes contamination on food and nonfood contact

surfaces;

- o. Provide corrective action reports to the Food Service Establishment Authority or its designee concerning any identified deficiencies on food service establishment inspection reports within 30 days of receipt of report;
- p. Track any recommended modification requests, facility work requests, and other paperwork as proof of action for inspections;
- q. Coordinate required training specified in this document for food service employees and themselves, and maintain all personnel training records; and
- r. Ensure that food service employees comply with all aspects of this directive.

**2.10** GSFC employees and contractors shall notify the site specific Medical Director or Staff Physician of any illness suspected of originating at a GSFC food service establishment, store, or vending machine.



## Appendix A – Definitions

- A.1 Concession** – a privilege granted by a controlling authority (i.e. Goddard Employees Welfare Association (GEWA) and Wallops Exchange Morale Association (WEMA) per NPD 9050.6) to operate a business or provide a service on the premises, such as a food service establishment.
- A.2 Concessionaire** – the entity granted the privilege to provide a particular service or operate a business, e.g. the food service provider granted the right to operate a food service establishment.
- A.3 Food safety inspectors** – individuals who perform the NASA-required quarterly food service sanitation inspections, and provide the results to the Food Safety Officer.
- A.4 Food Safety Inspection Officer** – FDA title referring to an individual who has completed the FDA Standard No. 2 training curriculum.
- A.5 Food Safety Officer** - the individual appointed by GSFC's OS&H Division Chief as the technical monitor for the Food Service Sanitation, Inspection and Foodborne Illness Prevention Program.
- A.6 Food service employee** - an individual working with unpackaged food, food equipment or utensils, or food contact surfaces.
- A.7 Food service establishment** - an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. This includes cafeterias, mobile food trucks, child development centers, recreation centers, catering operations, concession stands, and markets. This does not include vending machines and stores that offer only prepackaged foods that are not potentially hazardous.
- A.8 Food Service Establishment Authority or its designee** – the GSFC entity or individual, having full authority over the food service provider and concessions management operations. In accordance with NPD 9050.6, the GEWA designee responsible for the food service concessionaire agreement (11-EXCHANGEFOODSVCS) is the Food Service Establishment Authority at Greenbelt; and the WEMA is the Food Service Establishment Authority at Wallops.
- A.9 Food service provider** – the entity that operates a food service establishment through contract, concession, or other written agreement.
- A.10 Foodborne disease outbreak** – two or more epidemiologically related cases of illness following consumption of a common food item or items, or one case of fish poisoning, botulism, cholera, mushroom poisoning, chemical poisoning, and trichinosis.
- A.11 Hazard analysis critical control point (HACCP) plan** - a written document prepared by the applicable food service provider that delineates the formal procedures for food safety as explained in the FDA Food Code and adopted in state regulations.
- A.12 Person-in-charge** - the food service manager or other individual at a food service establishment who is responsible for the operation at the time of inspection, e.g. cafeteria manager, food service provider.



## Appendix B – Acronyms

<b>CFR</b>	Code of Federal Regulations
<b>CFSM</b>	Certified Food Safety Manager
<b>CHMO</b>	Chief Health and Medical Officer
<b>COMAR</b>	Code of Maryland Regulations
<b>CP-FS</b>	Certified Professional - Food Safety
<b>CPFM</b>	Certified Professional Food Manager
<b>FDA</b>	Food and Drug Administration
<b>GEWA</b>	Goddard Employees Welfare Association
<b>GPR</b>	Goddard Procedural Requirements
<b>GSFC</b>	Goddard Space Flight Center
<b>HACCP</b>	Hazard Analysis Critical Control Point
<b>NASA</b>	National Aeronautics and Space Administration
<b>NPD</b>	NASA Policy Directive
<b>NPR</b>	NASA Procedural Requirements
<b>NRRS</b>	NASA Records Retention Schedules
<b>OSHA</b>	Occupational Safety and Health Administration
<b>OS&amp;H</b>	Occupational Safety and Health Division
<b>SEHO</b>	Senior Environmental Health Officer
<b>VAC</b>	Virginia Administrative Code
<b>WEMA</b>	Wallops Exchange Morale Association
<b>WFF</b>	Wallops Flight Facility

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### CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	03/30/2007	Initial Release
A	11/10/2010	Administratively Revised to update the Responsible Office Code, Organization Title and organization name within the document.
B	02/27/2012	Revised to reflect new food services contract, OS&H Division organization, terminology, roles & responsibilities, and updated training requirements.

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